

*Take advantage of
your membership
on the WEB!*

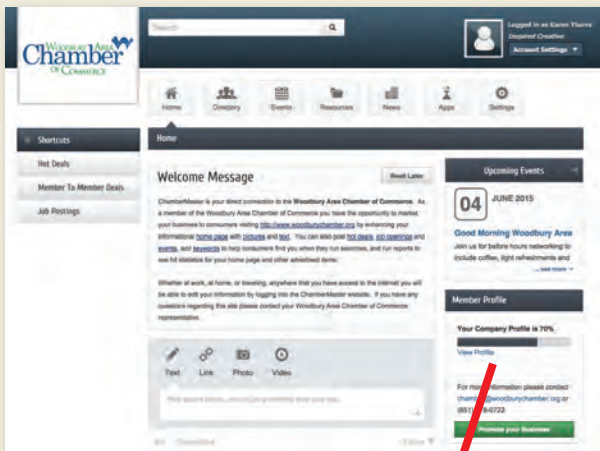
BY COMPLETING YOUR PROFILE, YOU ARE IN TURN UPDATING YOUR BASIC DIRECTORY LISTING ON THE CHAMBER WEBSITE HELPING YOUR BUSINESS STAND OUT! DON'T MISS THIS OPPORTUNITY!



FIRST visit the Chamber homepage www.woodburychamber.org

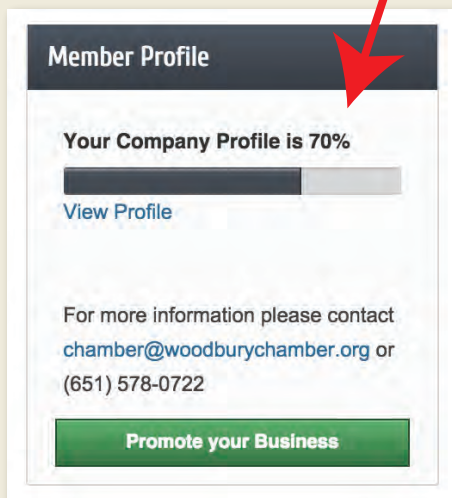
• LOGIN

In the upper right hand corner of the Chamber homepage, select Member Login and login with your username (email) and your password.



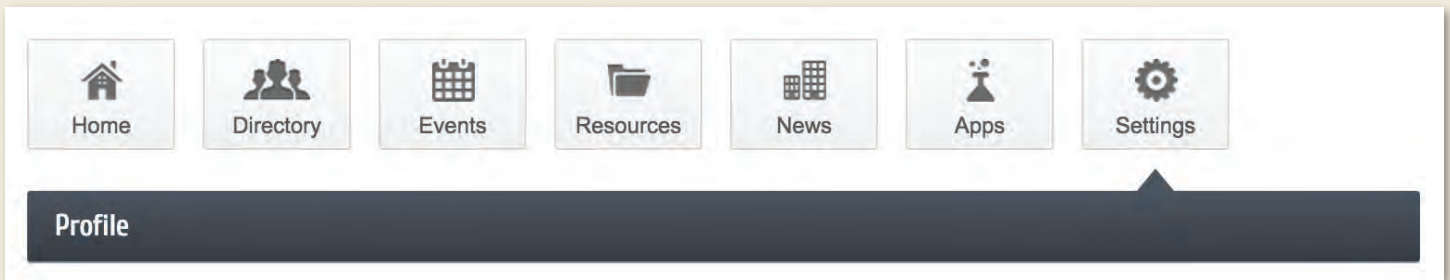
• MEMBER PORTAL

After logging in, you will be automatically directed to the Dashboard section within your Member Portal. Your permission settings, set up internally within the Chamber's database, will dictate your access abilities within your Member Portal. The Primary Representative within the system will have complete access.*



• DASHBOARD

From here, you can see the percentage to which your profile is complete. By selecting "View Profile", you can divide your profile into separate sections to which you can then add additional content, including: **Organization Info, Webpage Info, Map Pin Info, Photos & Logos, and Membership Badge.**



• MENU

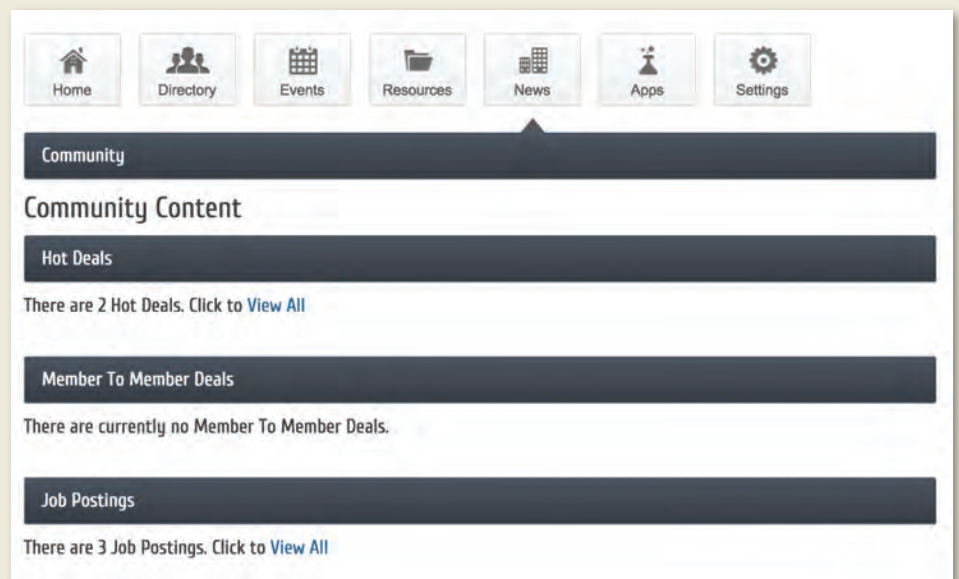
In the upper right hand corner of the Member Portal is a menu from which you can choose. Again, your options will vary based on your permission settings internally within the Chamber's database.

• SHARE

Under the News tab, you can post Hot Deals, Member to Member promotions and Job Postings. All of these items are re-posted to Chamber Social Media outlets!

Hot Deals & Member to Member promotions - Hot Deals are for posting any special deals and discounts for members and non-members alike. The Member to Member promotions are seen by Chamber Members ONLY. The only requirement is that there is some special discount or offer through the Chamber and not just a regular product or service offering.

Job Postings - Set your Job Posting to run as many weeks as needed. There is an 8,000 character limit for your job description. Job postings also push out to the Chamber's social media outlets.



WOODBURY AREA
Chamber
OF COMMERCE

CONTACT INFO

If you have any questions about taking full advantage of your Member Directory Listing, please contact Barbara Tuccitto Warren | barbara@woodburychamber.org | 651-842-9480